

# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

**Meeting: Monthly Library Board Meeting**

**Date:** Tuesday, November 9th at 6:00pm

**Meeting Leader:** Stephen Scanlan

**Location:** Library Building, 512 E. Lake Ave, Monticello, WI 53570

**ATTENDANCE:**

Participant	Present	Participant	Present
Ann DeNure		Renee Croushore	
Kenneth Colle		Stephen Scanlan	
Robert LaBarre		Katrina Linde-Moriarty	
<b>Guests:</b>			

**AGENDA ITEMS:**

Start Time	Topic	Lead(s)
6:00 PM	Call to Order/Roll Call	Scanlan
6:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
6:10 PM	Approvals: Agenda, Minutes, Finance	Scanlan
	New Business	
6:15 PM	Update Library Director Job Description	Scanlan
6:25 PM	Review Youth Services and Library Assistant Job Description	Katrina
6:35 PM	December 27th-30th Closure Request	Katrina
6:45 PM	Youth Nonfiction Series Request	Katrina
	Old Business	
6:55 PM	Reopening Guidelines Review	Katrina
7:00 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
7:10 PM	Adjourn	Scanlan
<b>Next Meeting: Tuesday, December 14th at 6:00 PM</b>		

## Item Descriptions for the Monticello Library Board Meeting

### Call To Order/Roll Call

\_\_\_\_\_ called the meeting to order at \_\_\_\_\_.

Roll Call:

Ann DeNure		Renee Croushore	
Kenneth Colle		Stephen Scanlan	
Robert LaBarre		Katrina Linde-Moriarty	

Guests:

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### Agenda

Motion: Approve the agenda as set. (Or with the following amendments)

Discussion:

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

### Minutes

Motion: Approve the minutes from 10/12/21.

Discussion:

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

### Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

### New Business



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## Update Library Director Job Description

Reason: The director would like the board to review and update the director job description to align with elements found in other job descriptions for library employees.

Motion: Approve the updated Library Director Job Description as presented.

Discussion:

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

## Review Youth Services and Library Assistant Job Description

Reason: The director would like the board to review and update these job descriptions to allow for uniformity in the elements across all job descriptions. No actions to be presented at this meeting.

Discussion:

## December 27th-30th Closure Request

Reason: The library employees would like the library board to consider closing the library between the Christmas and New Years holidays. Historically, it is a very slow period of time with only a few patrons picking up holds or dropping off materials. Due dates would be extended. With current planned closures this would extend to include December 24th to January 1st.

Motion: Approve closing the library between December 27th-30th.

Discussion:

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

## Youth Nonfiction Series Request

Reason: Library staff would like to purchase new youth nonfiction sets for our collection with donated funds. Please see the attached document for the list of series and total amount. We would like to secure a budget of \$3,000 to cover the price of the sets and shipping costs.

Motion: Approve the Youth Nonfiction Series request to use donated funds to purchase up to \$ \_\_\_\_\_ of new materials for the collection.

Discussion:

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

## Old Business

### Reopening Guidelines Review

Reason: The library director will give an update to the board on the library's reopening plans and discuss any changes.

Motion:

Discussion:

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

### Director's Report

Discussion:

### Adjourn

Motion to adjourn at \_\_\_\_\_.

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_



# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

**Meeting: Monthly Library Board Meeting**

**Date:** Tuesday, October 12th, 2021 at **6:00pm**

**Meeting Leader:** Stephen Scanlan

**Location:** Library Building, 512 E. Lake Ave, Monticello, WI 53570

## ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure		Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
<b>Guests:</b>			

## AGENDA ITEMS:

Start Time	Topic	Lead(s)
6:00 PM	Call to Order/Roll Call	Scanlan
6:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
6:10 PM	Approvals: Agenda, Minutes, Finance	Scanlan
	New Business	
6:15 PM	Strategic Planning Subcommittee	Katrina
6:25 PM	Review Library Director Job Description	Katrina
	Old Business	
6:40 PM	Reopening Guidelines Review	Katrina
6:50 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
7:00 PM	Closed Session: Staff Reviews (19.85(1)(c))*	Scanlan
7:20 PM	Adjourn	Scanlan
<b>Next Meeting: Tuesday, November 9th at 6:00 PM</b>		

\*19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

## Item Descriptions for the Monticello Library Board Meeting

### Call To Order/Roll Call

Scanlan called the meeting to order at 6pm.

Roll Call:

Ann DeNure		Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x

Guests: None present

### Agenda

Motion: Approve the agenda as set. (Or with the following amendments)

Discussion: None

1st: Colle                                      2nd: LaBarre                                      Vote outcome: 3/0 Passed

### Minutes

Motion: Approve the minutes from 9/14/21.

Discussion: None

1st: LaBarre                                      2nd: Colle                                      Vote outcome: 4/0 Passed

### Finance Report

Motion: Approve the Finance Report as given.

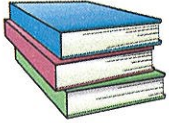
Discussion: None

1st: LaBarre                                      2nd: Croushore                                      Vote outcome: 4/0 Passed

### New Business

#### Strategic Planning Subcommittee

Reason: The director will present 4-5 members of the board and public to assist as a short-term subcommittee for the project.



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**Motion:** To approve the formation of the Strategic Planning Subcommittee with the following members: Croushore, Lederman, Scanlan, Director and at least 1 township member. This subcommittee will work with the library director and WiLS in the coming month to conduct research, gather community input, and draft a strategic plan for the Monticello Public Library.

**Discussion:** Short discussion was had about the search and addition of at least one township member for the subcommittee.

1st: LaBarre

2nd: Colle

Vote outcome: 4/0 Passed

## Review Library Director Job Description

**Reason:** The director would like the board to review and update the Director job description to align with elements found in other job descriptions for library employees.

**Discussion:** Director reviewed the suggested updates to the Director Job position. This item will be presented for action at the next meeting.

## Old Business

### Reopening Guidelines Review

**Reason:** The library director will give an update to the board on the library's reopening plans and discuss any changes.

**Discussion:** No changes were suggested at this time. The library will continue to operate at its current level of service.

### Director's Report

**Discussion:** Director presented an overview of the library's statistics, programs, and upcoming projects including submitting a group grant with other libraries for Book Bikes.

### Closed Session: Staff Reviews (19.85(1)(c))

**Reason:** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**Motion:** To convene in closed session at 6:41pm with roll call.

Last Revised:  
11/8/2021

Roll Call:

Ann DeNure		Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x		

### Reconvene in Open Session

Motion: To convene in open session at 6:42pm with roll call.

1st: Croushore                      2nd: Colle

Roll Call:

Ann DeNure		Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x

### Employee Evaluation: Director

Motion: Approve the employee Evaluation of the Director as presented.

Discussion: None

1st: LaBarre                      2nd: Croushore                      Vote outcome: 4/0 Passed

### Adjourn

Motion to adjourn at 6:44pm.

1st: Croushore                      2nd: LaBarre                      Vote outcome: 4/0 Passed





# MONTICELLO PUBLIC LIBRARY

512 E. Lake Avenue

Monticello, WI 53570

608-938-4011 • [mntpublib.director@gmail.com](mailto:mntpublib.director@gmail.com) • [monticellopubliclibrary.org](http://monticellopubliclibrary.org)

Invoice Date	Invoice #/Account	Payee	(Credit)	Amount Due
		<b>10/15/2021</b>		
9/22/2021	62550	Association for Rural & Small Libraries		\$49.00
	700-00-55110-330-000	Annual Membership		
9/20/2021	2036181107	Baker & Taylor		\$93.08
	700-00-55110-310-050	8 Books		
10/8/2021	2036220801	Baker & Taylor		\$97.70
	700-00-55110-310-050	7 Books		
9/16/2021	7007127	Demco		\$131.47
	700-00-55110-310-000	Book Display Supports		
9/28/2021	501051647	Midwest Tape		\$26.24
	700-00-55110-310-050	1 DVD		
10/1/2021	501067129	Midwest Tape		\$116.20
	700-00-55110-310-050	1 CD, 4 DVDs		
10/11/2021	501103685	Midwest Tape		\$54.98
	700-00-55110-310-050	1 Audiobook, 1 DVD		
		Visa Bill*		-\$22.22
8/30/2021	700-00-55110-310-000	Pizza Hut: SLP Gift Card		\$20.00
8/31/2021	700-00-55110-310-000	Gempeler's: 3 SLP Gift Cards		\$60.00
8/31/2021	700-00-55110-310-000	Dollar Tree: Program Prizes		\$13.61
9/1/2021	700-00-55110-310-000	Walmart: Office Supplies		\$39.39
9/8/2021	700-00-55110-310-000	Gempeler's: SLP Gift Cards		\$20.00
9/16/2021	700-00-55110-310-000	Chicago Books & Journals: Posters & Bookmarks		\$72.77
9/16/2021	700-00-55110-310-000	St Vincent Depaul: Program Supplies		\$26.91
9/26/2021	700-00-55110-310-000	Walmart: Program Supplies		\$115.37
9/29/2021	700-00-55110-310-000	Visa: Annual Fee		\$25.00
<b>Total</b>			<b>\$0.00</b>	<b>\$568.67</b>

\*No Payment Due: We are ahead on our payments.

Signature:

Kenneth J. Colle 10-15-21

John J. Gempeler 10-18-21



**MONTICELLO PUBLIC LIBRARY**

512 E. Lake Avenue

Monticello, WI 53570

608-938-4011 • [mntpublib.director@gmail.com](mailto:mntpublib.director@gmail.com) • [monticellopubliclibrary.org](http://monticellopubliclibrary.org)

11/4/2021

Invoice Date	Invoice #/Account	Payee	(Credit)	Amount Due
10/12/2021	2036233958	Baker & Taylor		\$46.23
	700-00-55110-310-050	3 Books		
10/15/2021	2036246299	Baker & Taylor		\$60.93
	700-00-55110-310-050	6 Books		
10/18/2021	2036239992	Baker & Taylor		\$156.80
	700-00-55110-310-050	9 Books		
10/26/2021	2036274333	Baker & Taylor		\$502.05
	700-00-55110-310-050	46 Books		
10/19/2021	7026674	Demco		\$122.16
	700-00-55110-310-000	Processing Labels		
10/19/2021	501148688	Midwest Tape		\$42.73
	700-00-55110-310-050	2 DVDs		
10/20/2021	501149236	Midwest Tape		\$26.24
	700-00-55110-310-050	1 DVD		
10/25/2021	501177085	Midwest Tape		\$63.23
	700-00-55110-310-050	1 Audiobook, 1 DVD		
11/7/2021	44415	The Monroe Times		\$99.00
	700-00-55110-310-050	Annual Newspaper Subscription		
10/26/2021	IN3063046	rkdixon		\$226.88
	700-00-55110-310-000	Quarterly Service Contract		
11/1/2021	3101610	W.T Cox		\$620.13
	700-00-55110-310-050	27 Annual Magazine Subscriptions		
10/14/2021	2875099	Xerox		\$263.15
	700-00-55110-310-000	Monthly Lease (Sept/Oct)		
<b>Total</b>			<b>\$0.00</b>	<b>\$2,229.53</b>

Signature:

*Stephen R. Sawyer*

11/5/21

*Kenneth J. Colle*

11/5/21

**Job Title: Library Director**

Department: Library

Reports to: Library Board

Employed by: Village

Hours: 40 hours per week

**General Statement of Duties:**

Under the direction of the Library Board of Trustees, develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity of the policies established by the Board of Trustees and the regulations of the State of Wisconsin.

**Essential Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes and administers programs and procedures governing library services.
- Prepares budget requests and administers the budget approved by the library board.
- Manages library personnel including hiring, scheduling, supervision, evaluation and training to include continuing education activities. Manages the library volunteer program.
- Attends all library board meetings and acts as a technical advisor to the library board, especially in the formulation of policies, budget documents, long range plans and goals, and implements these policies.
- Prepares reports and statistics required by governmental agencies.
- Facilitates additional funding opportunities including grants, gifts and donations.
- Provides friendly and efficient assistance to library visitors including circulation, reference, and technology coordination.
- Addresses concerns and troubleshoot problems for patrons and staff.
- Directs library technology including: purchase and support of computers and other equipment, staff training and support, troubleshooting and administration of technologies such as the website.
- Plans for new building or enhancements to the existing facility.
- Coordinates building inspections, maintenance, service calls and warranty work.

- Attends professional meetings (such as those for the South Central Library System, Green County, Village, Township) and participates in professional development opportunities.
- Plans and directs a public relations program to generate public awareness of library programs and resources including print material, website and social media.
- Promotes cooperation and partnerships with other libraries, schools and the community.
- Serves as a library representative to the community.
- Oversees the selection and weeding of library materials for all media and age groups.
- Ability to work independently & collaboratively, organize and prioritize work, pay attention to details, respond to varied work demands, and make decisions as required.
- Consistently presents the Monticello Public Library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the Library Board.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software. Individual passwords and any other confidential information regarding library records shall be kept confidential.

### **Knowledge and Abilities**

- Comprehensive knowledge of professional library science and administration.
- Ability to plan and supervise the work of others.
- Ability to establish and maintain effective, cooperative & courteous working relationships with supervisors, co-workers, and the public including community groups and organizations.
- Ability to plan, organize and direct a complete program of library activities
- Ability to interpret community interest and needs to provide appropriate library services.
- Ability to understand and efficiently perform library work as directed by the Library Board.
- Ability to maintain a friendly, helpful and professional appearance at all times.
- Possess good spelling and typing skills, advanced knowledge of computers, technology and other library equipment.

- Familiarity with the theory and practice of library service and the ability to acquire extensive knowledge of the local library collection, services and resources.
- Ability to maintain accurate and complete records and prepare clear and detailed reports in accordance with state record retention laws.

### **Environment / Working Conditions:**

- Ability to work effectively in a library environment.
- Position may require out of town travel with own reliable transportation.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours, evenings, weekends, and holidays when necessary with notice.
- Attends and participates in continuing educational programs designed to keep one aware of changes in the profession.
- Moves intermittently during working hours.

### **Education and Experience:**

- Minimum:
  - Hold or be eligible for Grade 3 library certification
    - 54 credit hours at an accredited college, university or technical college, half of which must be in the liberal arts and science; additional three semester credits of coursework or the equivalent on public library administration, selection of all types of library materials, organization of library materials and provision of reference and information services. Provisional and temporary certification may be granted under certain circumstances.
- Preferred:
  - Bachelor's College degree.
  - Library experience (or equivalent helpful).
  - Management and supervisory experience or two years of progressively more responsible management experience.

### **Other Requirements:**

- A criminal background check and drug test are required.
- Serve a probation period of 6 months.

I, \_\_\_\_\_, have read and acknowledge that I am able to comply with the aforementioned rules, duties, and responsibilities.

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

I, \_\_\_\_\_, bare witness to the acknowledgement and will uphold the supervisory role of the aforementioned rules, duties, and responsibilities.

\_\_\_\_\_  
Signature of Library Board President

\_\_\_\_\_  
Date

10-07-2021

**Job Title: Youth Services Coordinator**

Department: Library

Reports to: Library Director

Employed by: Village

Hours: 30 hours per week

**General Statement of Duties:**

Under general supervision, works with library patrons directly or indirectly. May have supervisory and decision-making responsibilities. Assists in performing the clerical operations of the library. Shall do such duties as the library director subscribes.

**Essential Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, issuing cards, and collecting fines and calling and sending overdue notices.
- Collects and organizes statistics.
- Conducts library services and programs in the area of responsibility with children's services including weekly storytime, summer library program, and additional special programming.
- Assists in plans with special interest displays, programs and projects.
- Helps patrons locate materials in the library.
- Shelves library materials and "reads" shelves.
- Helps patrons with copying and faxing needs.
- Helps patrons with library computers, personal devices, and databases.
- Assists with programs and displays.
- Answers reference questions.
- Assists with inventory and does weeding of collection.
- Provides information and recommendations to the Library Director that can be used for materials selection.
- Attends staff meetings and participates in planning and policy discussions.
- Maintains skills in above-mentioned areas through active participation in appropriate continuing education activities.

- Consistently presents the Monticello Public Library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the Library.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software. Individual passwords and any other confidential information regarding library records shall be kept confidential.
- Provides excellent customer service to internal and external customers.
- Provides information and recommendations to the Library Director that can be used for materials selection.
- Other activities as directed by the Library Director, including book processing, materials searching, etc.

### **Knowledge and Abilities**

- Knowledge of daily library operations, services, and materials.
- Ability to direct and supervise the work of others.
- Ability to communicate effectively with staff and public and maintain effective public relations.
- Ability to maintain confidentiality of library patron information.
- Ability to operate library machines properly and use computer software and manage computerized files.
- Working knowledge of English grammar and spelling.
- Willingness to keep pace with changing technologies.
- Ability to travel to meetings outside the library.

### **Environment / Working Conditions:**

- Ability to work effectively in a library environment.
- Position may require out of town travel with own reliable transportation.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours, evenings, weekends, and holidays when necessary with notice.
- Attends and participates in continuing educational programs designed to keep one aware of changes in the profession.
- Moves intermittently during working hours.

### **Education and Experience:**



- **Minimum:**
  - High school diploma or GED.
  - Two or more years experience working with the public.
  - Two or more years experience working with youth.
  - One or more years of general office experience.
- **Preferred:**
  - Bachelor's College degree.
  - Library experience (or equivalent helpful).
  - Management and supervisory experience or two years of progressively more responsible management experience.

**Other Requirements:**

- A criminal background check and drug test are required.
- Serve a probation period of 6 months.

I, \_\_\_\_\_, have read and acknowledge that I am able to comply with the aforementioned rules, duties, and responsibilities.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

I, \_\_\_\_\_, bare witness to the acknowledgement and will uphold the supervisory role of the aforementioned rules, duties, and responsibilities.

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

**Job Title: Library Assistant I**

Department: Library

Reports to: Library Director

Employed by: Village

Hours: 20 hours per week

**General Statement of Duties:**

Under immediate or general supervision, performs routine clerical duties and related work as required.

**Essential Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, issuing cards, and collecting fines and calling and sending overdue notices.
- Helps patrons locate materials in the library.
- Shelves library materials and “reads” shelves.
- Helps patrons with copying and faxing needs.
- Helps patrons with library computers, personal devices, and databases.
- Assists with programs and displays.
- Answers reference questions.
- Attends staff meetings and participates in planning and policy discussions.
- Maintains skills in above-mentioned areas through active participation in appropriate continuing education activities.
- Consistently presents the Monticello Public Library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the Library.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software. Individual passwords and any other confidential information regarding library records shall be kept confidential.
- Provides excellent customer service to internal and external customers.
- Provides information and recommendations to the Library Director that can be used for materials selection.

- Other activities as directed by the Library Director, including book processing, materials searching, etc.

### **Knowledge and Abilities**

- Knowledge of daily library operations, services and materials.
- Ability to direct and supervise the work of others.
- Ability to communicate effectively with staff and public and maintain effective public relations.
- Ability to maintain confidentiality of library patron information.
- Ability to operate library machines properly and use computer software and manage computerized files.
- Working knowledge of English grammar and spelling.
- Willingness to keep pace with changing technologies.

### **Environment / Working Conditions:**

- Ability to work effectively in a library environment.
- Position may require out of town travel with own reliable transportation.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours, evenings, weekends, and holidays when necessary with notice.
- Attends and participates in continuing educational programs designed to keep one aware of changes in the profession.
- Moves intermittently during working hours.

### **Education and Experience:**

- High School diploma preferred and the ability to work creatively, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

### **Other Requirements:**

- A criminal background check and drug test are required.
- Serve a probation period of 6 months.

I, \_\_\_\_\_, have read and acknowledge that I am able to comply with the aforementioned rules, duties, and responsibilities.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



I, \_\_\_\_\_, bare witness to the acknowledgement and will uphold the supervisory role of the aforementioned rules, duties, and responsibilities.





\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

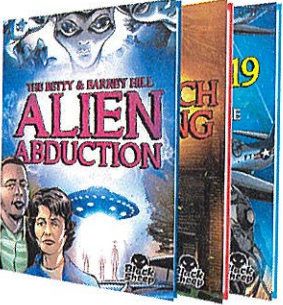
10-05-2021

Selection of nonfiction library bound sets of non-fiction titles which are topical to local curriculum

Picture	Set Title	Details	Price
	Cool Makerspace Gadgets & Gizmos	<ul style="list-style-type: none"> <li>- 6 Titles</li> <li>- 3rd - 6th</li> </ul>	\$125.70
	Cool Makerspace	<ul style="list-style-type: none"> <li>- 6 Titles</li> <li>- 3rd - 6th</li> </ul>	\$125.70
	Extreme Weather	<ul style="list-style-type: none"> <li>- 8 Titles</li> <li>- 2nd - 5th</li> </ul>	\$167.60
	Seasons: Fall Fun!	<ul style="list-style-type: none"> <li>- 6 Titles</li> <li>- Pre-K - 2nd</li> <li>- Adventures</li> <li>- Animals</li> <li>- Food</li> <li>- Holidays</li> <li>- Plants</li> <li>- Weather</li> </ul>	\$119.70

	Seasons: Spring Cheer!	<ul style="list-style-type: none"> <li>- 6 Titles</li> <li>- Pre-K - 2nd</li> <li>- Adventures</li> <li>- Animals</li> <li>- Food</li> <li>- Holidays</li> <li>- Plants</li> <li>- Weather</li> </ul>	\$119.70
	Seasons: Winter Wonder!	<ul style="list-style-type: none"> <li>- 6 Titles</li> <li>- Pre-K - 2nd</li> <li>- Adventures</li> <li>- Animals</li> <li>- Food</li> <li>- Holidays</li> <li>- Plants</li> <li>- Weather</li> </ul>	\$119.70
TBA	Season: Summer TBA!	<ul style="list-style-type: none"> <li>- 6 Titles</li> <li>- Pre-K - 2nd</li> <li>- Adventures</li> <li>- Animals</li> <li>- Food</li> <li>- Holidays</li> <li>- Plants</li> <li>- Weather</li> </ul>	\$119.70
	Places in My Community	<ul style="list-style-type: none"> <li>- 8 Titles</li> <li>- K - 3rd</li> <li>- Museums</li> <li>- Fire stations</li> <li>- Hospitals</li> <li>- Libraries</li> <li>- Police Stations</li> <li>- Post Offices</li> <li>- Schools</li> <li>- Zoos</li> </ul>	\$159.60
	My Family Set 2	<ul style="list-style-type: none"> <li>- 6 Titles</li> <li>- Pre-K - 4th</li> <li>- Adoptive</li> <li>- Blended</li> <li>- First-Gen</li> <li>- Single Dad</li> <li>- Single Mom</li> <li>- Special Needs</li> </ul>	\$119.70

	Community Helpers	<ul style="list-style-type: none"> <li>- 32 Books</li> <li>- K - 3rd</li> <li>- Very thorough!</li> </ul>	\$606.40
	Happily Ever Crafter	<ul style="list-style-type: none"> <li>- 6 Books</li> <li>- K - 3rd</li> </ul>	\$125.96
	Step by Step	<ul style="list-style-type: none"> <li>- 18 Books</li> <li>- K - 3rd</li> <li>- Early Readers</li> </ul>	\$359.78
	Money Smarts	<ul style="list-style-type: none"> <li>- 6 Books</li> <li>- K - 3rd</li> <li>- Early Readers</li> <li>-</li> </ul>	\$131.94
	Global Ghost Stories	<ul style="list-style-type: none"> <li>- 6 Books</li> <li>- Hi-Lo Readers</li> <li>- 2nd - 5th</li> </ul>	\$119.71

	Paranormal Mysteries	<ul style="list-style-type: none"> <li>- 6 Books</li> <li>- Hi-Lo Graphic Novels</li> <li>- 2nd - 5th</li> </ul>	\$131.70
Totals	15 Complete Sets	132 Books	\$2532.89 (\$19.19 per book)



# Monticello Director's Report



Monday, November 9th, 2021

1. Announcements
  - a. Submitted for a grant to get an electric Book Bike with 13 other libraries across 3 library systems.
2. LINKcat/SCLS
  - a. Monthly Checkouts: 1086; Holds Placed: 358; Holds Filled: 287; Library Cards: 3
  - b. YTD Checkouts: 11001; Holds Placed: 3322; Items Added to Collection: 1039
3. Programming
  - a. October: Ran a full watercolor class with a local instructor, continued with book club, craft club, and no-school days activities. Trick-or-treat night was very successful.
  - b. November: Had 6 attendees for our Board Game (no school) Day. Preparing to launch our 1,000 books before kindergarten program.
4. Village Update
  - a. Passed the budget with \$67,679.00 appropriated to the library (same as 2021)
5. Finance Update
  - a. The library is on track with the budget at this time.
6. CE/Meetings Attended
  - a. Youth Services: 3 Meetings, 2 Webinar, and 1 Conference
  - b. Director: 11 Meetings and 1 Webinar
7. Closures/Overtime
  - a. Director: 1 hour to cover staff
  - b. Library Assistant: .75 hour to cover staff
  - c. Library will be closed for Thanksgiving Weekend
8. Incidents at the Library/Request from Public
  - a. Nothing to report.
9. Horizon/Projects
  - a. Weeding through adult materials to make space on the shelves for new items and outward facing books.
  - b. Preparing our hybrid 1,000 Books Before Kindergarten program right in time for the holidays.

October 2021	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Totals	Average	Programs	Youth	Adult	Totals	Programs	Activities
10:00	4	1	6	2	2	2	2	2	1	4	2	2	2	5	3	2	3	2	3	2	2	6	1	1	3	1	2	2	1	1	63	2.42	10/1: Blind Taste Test	6	1	89	180	
10:30	0	2	0	1	0	1	1	0	0	2	0	2	1	0	0	2	0	2	0	2	1	0	1	0	0	0	0	0	0	12	0.46	10/11: Watercolor Class	2	8	212	152		
11:00	0	1	2	0	0	0	0	0	2	2	2	1	1	0	1	0	1	0	1	0	0	2	1	1	1	0	2	1	0	21	0.81	10/13: Book Club	0	3	183	168		
11:30	1	0	4	0	0	0	0	0	0	2	0	0	0	0	1	3	0	2	0	2	0	0	0	0	2	0	3	0	1	17	0.65	10/18: Watercolor Class	2	7	215	178		
12:00	0	0	0	0	0	0	2	0	0	1	1	1	0	0	0	1	0	0	1	0	0	0	1	0	2	1	0	1	0	12	0.46	10/21: Crafters Unite	0	3	26	92		
12:30	2	2	1	0	2	1	0	0	0	0	1	2	1	4	2	0	1	0	0	1	0	0	0	0	2	0	0	0	0	20	0.77	10/25: Watercolor Class	2	9	383	112		
1:00	1	0	2	1	3	0	0	1	0	0	0	2	4	1	0	0	0	0	0	0	5	0	0	2	0	2	0	0	1	0	25	0.96	10/30: Halloween	240	100			
1:30	5	0	2	0	0	3	2	0	2	1	0	2	1	0	2	3	1	0	0	0	0	0	3	1	1	0	2	1	1	0	30	1.15	Total	252	131			
2:00	3	1	0	1	0	1	0	1	1	0	0	1	0	1	0	1	0	0	0	1	1	0	0	0	0	0	1	1	0	12	0.57	Passive Activities						
2:30	1	1	2	1	0	2	0	2	0	1	0	0	0	0	0	0	0	0	0	1	1	2	0	1	1	1	1	1	1	17	0.81	Activity Bags	64	48				
3:00	0	0	0	1	1	1	1	1	1	3	0	0	3	0	0	3	2	2	2	2	2	1	0	2	2	1	0	0	2	22	1.05							
3:30	0	6	3	4	0	2	0	2	0	2	1	0	1	0	1	1	1	0	0	0	0	0	0	0	0	0	5	0	1	26	1.24	Red: >0.49						
4:00	1	0	1	0	1	1	5	0	0	0	0	1	1	2	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	14	0.67	Orange: 0.5-0.74						
4:30	4	0	1	1	1	1	0	1	1	0	1	2	2	0	0	0	4	0	1	1	1	0	1	0	1	0	0	0	0	20	0.95	Yellow: 0.75-0.99						
5:00	1	1	1	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	1	0	1	5	0	0	0	0	0	1	13	0.90	Green: 1.00<						
5:30	1	2	2	0	0	0	0	0	10	3	1	1	1	1	1	1	0	0	0	0	1	0	1	0	8	1	0	0	1	32	1.52							
6:00	0	0	0	2	1	0	0	0	0	3	1	0	2	1	0	2	0	0	0	0	0	3	2	1	1	1	0	2	1	19	0.90							
6:30	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	5	0	8	0.38							
Totals	24	6	28	14	17	15	16	16	2	23	19	13	16	24	24	14	11	12	12	13	17	14	6	19	12	15	17	10	6	383								